

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE BRISTOL COUNTY WATER AUTHORITY**

**Wednesday, February 27, 2013
450 Child Street, Warren Office, Warren, RI**

Pursuant to proper notice, the regular meeting of the Board of Directors of the Bristol County Water Authority was called to order by Chairman Klepper at 6:00 pm, 450 Child Street, Warren Office, Warren, Rhode Island.

Executive Director Pamela Marchand and the following Directors were in attendance at the commencement of the meeting:

Robert Allio, Kevin Fitta, William Gosselin, John Jannitto, Allan Klepper, Raymond Palmieri, Sr., Frank Sylvia

Director Absent: Paul Bishop

Chairman Klepper asked the Board to move item G: "Anawan – Litigation -Executive Session" to the beginning of the meeting.

Director Sylvia made the following motion

MOTION: To move agenda item G - Anawan Litigation – Executive Session to top of meeting.

Director Gosselin seconded the motion.

Motion passed unanimously.

The Board entered Executive Session 6:03 pm.

The Board returned to open session 6:30 pm, and the meeting resumed.

Chairman Klepper stated that no votes were taken in Executive Session.

B. Public Input

Director Palmieri stated he had received a call from a ratepayer who was complaining that he had received 3 bills and a shut-off notice. Director Jannitto stated he had also received a call from the same ratepayer and referred that matter to J. Granata. Chairman Klepper stated this was a billing issue to be referred to staff.

C. Approval of Minutes

Director Palmieri stated he had a concern with a vote in the 12/20/12 minutes, he would like a clarification added to the minutes. The motion for legal services did not pass with a 4 – 3 vote. Chairman Klepper stated that at the time of the meeting the Board believed that the motion had passed, it was only later the Board was advised that 5 votes were needed to pass the motion.

Director Palmieri made the following motion, seconded by Director Allio

Motion: Amend 12/20/12 minutes, by just stating the Aye and Nay votes for Legal Services and not stating that the motion had passed.

Motion failed 3 – 2 – 2. Voting Aye: Directors Palmieri, Allio and Fitta. Voting Nay: Chairman Klepper and Director Gosselin. Abstaining Directors Jannitto and Sylvia.

Director Palmieri had comments on the 1/16/13 minutes. Director Palmieri made the following motion seconded by Director Fitta

MOTION: Amend the minutes to reflect a statement made by Chairman Klepper.

Motion passed unanimously.

Director Palmieri stated he had a concern with vote in the 1/16/13 minutes, he would like a clarification added to the minutes.

Director Palmieri made the following motion, seconded by Director Allio

Motion: Amend 1/16/13 minutes, Legal Services.

Executive Director P. Marchand stated she had received a legal opinion and the minutes should reflect what happened at the time of the meeting.

Motion failed 4 – 3. Voting Aye: Directors Jannitto, Palmieri, Allio and Fitta. Voting Nay: Chairman Klepper, Directors Sylvia and Gosselin.

Director Jannitto made the following motion, seconded by Director Gosselin

MOTION: To accept all 6 of the minuets presented, as amended.

Motion failed 4 – 3. Voting Aye: Chairman Klepper, Directors Gosselin, Jannitto and Fitta. Voting Nay: Directors Allio, Palmieri and Sylvia.

D. Executive Directors Report

Executive Director P. Marchand stated that the amount of delivered water is 3% less than CY 2012. Poppasquash Road - The Town of Bristol has authorized BCWA and Pare Engineering to begin Phase I - design and construction.

E. 1. Pension Investment Review – Washington Trust

Mr. Gene McCabe reviewed BCWA's investment performance.

2. Pension Investment RFP

Director Allio stated the Finance Committee and M. Champagne have interview 2 candidates with 2 more interviews next week. A recommendation will then be made to the Board.

Chairman Klepper to ask Legal Counsel the number of votes needed to approve motion.

3. Credit/On-Line Payments

J. Granata explained the fees involved in credit card transactions. Staff to investigate fee information from credit card company used by Pawtucket Water.

4. Strategic Implementation Plan Update: each manager updated the board on the Key Events described for each goal:

K. Booth updated the Board on the Goal 1 - To Develop Alternate Sources Of Supply: Discussion included: CDM report for the study of a connection with Pawtucket Water and East Providence is due to be completed in August. Swansea Water is receptive about installing an emergency interconnection, further study is needed. The Production and Distribution Departments have been combined into the Operation Department.

J. Granata updated the Board on Goal 2 - Improving Customer Service: Discussion included: Training taking place to improve customer response; including public education program, on-line billing and payments with the new CIS computer program; updating the customer Rules and Regulations.

Director DeMelo entered the meeting at 8:10 pm.

M. Champagne updated the Board on Goal 3 –Improve Managerial Systems: Discussion included: installation of new MIS System – in process of selecting software; need to acquire the 3 towns' GIS system information; integrate hydraulic model for distribution system information.

P. Marchand updated the Board on Goal 4 – Assure Financial Stability Discussion included: completion of 20 year capital plan, 10 year finance plan, rate study, rate increase to support operations and capital needs, refinance of bonds.

Strategic plan will be reviewed again in 3 months.

5. Board Meetings/Committee Meetings

The Board discussed changing the format of the meetings: first meeting of the month will be for review and discussion. Second meeting of the month Action/Votes will be taken.

6. Status: Executive Director's Review
Review in progress.

F. 1. BCWA Website

New Website will go live on March 1, 2013.

2. Award of RFP for Engineering Services for Dam Repairs/Upgrades

Four proposals were received. Pare Corporation was the lowest cost proposal to meet the requirements of the RFP. Director Allio made the following motion, seconded by Director Jannitto:

MOTION: To approve Pare Corporation at a cost of \$134,357.50, as presented.

Motion passed unanimously.

3. Customer Billing Responsibility – Tenants/Owners

Executive Director P. Marchand recommended that the responsibility for water bills be transferred from tenants to owners to alleviate some of the uncollectable accounts.

Chairman Klepper stated a public hearing will be scheduled in April for the property owners to comment

Director Sylvia made the following motion, seconded by Director Gosselin

MOTION: Table action until final Board Meeting in April and, a hearing to be scheduled.

Motion passed unanimously.

4. Non-Union Benefits

Executive Director Marchand presented a proposal for non-union Paid Time Off benefits to replace existing system. Director Palmieri had a concern with ‘employee rehired within 5 years would maintain his benefits’. Director Allio stated this item should be negotiated with the Executive Director.

Director Jannitto made the following motion, seconded by Director Allio

MOTION: To adopt the recommended PTO Policy along with the RI State Temporary Disability Insurance and Long Term Disability Policy, as presented, with the elimination of the reference to an “employee rehired...”.

Motion passed 7 – 1, Voting Nay: Director Sylvia.

5. Position Descriptions, Salary Modifications, Salary Increases

Executive Director P. Marchand stated she had utilized the national AWWA Compensation Survey – 2010 for small to medium sized water systems to develop salary ranges for each BCWA position. The position level of responsibility and position demands were also considered.

Chairman Klepper stated information will be reviewed and voted on in March.

M. Champagne stated that management had not received a raise in 4 years even though raises had been included in the budget each year.

6. Water Utility Operator Position

Executive Director P. Marchand asked for the Board to approve advertising 2 additional water utility operators.

Director Jannitto made the following motion, seconded by Director DeMelo

MOTION: To advertise and hire 2 water utility operators, as presented.

Executive Director P. Marchand stated that there are 2 positions currently in the budget.

Motion passed unanimously.

7. IT Specialist Position

Executive Director P. Marchand stated an IT Specialist is needed to manager our new computer systems and this position is currently in the budget.

Director Allio made the following motion, seconded by Director DeMelo

MOTION: To hire an IT Specialist.

Director Jannitto stated that this is an unnecessary position.

Motion passed 6 – 2. Voting Nay: Directors Jannitto and Sylvia.

8. FY14 Capital Budget

Executive Director P. Marchand stated that the FY14 Capital Plan is based on the approved 20 Year Capital Plan.

Director Allio stated that the Finance Committee thoroughly reviewed the FY14 Capital Plan and is recommending approving the plan.

Director Palmieri made the following motion, seconded by Director DeMelo:

MOTION: Approve the FY14 Capital Plan in the amount of \$1,347,000, as presented.

Motion passed 7 – 1, Voting Nay: Director Sylvia.

9. Resolution of Legal Services

Director Palmieri made the following motion

MOTION: The firm of Keough & Sweeney be retained to act as legal counsel for Bristol County Water Authority, pending a satisfactory reference check.

Director Gosselin seconded the motion.

Chairman Klepper stated that Sandra Mack has submitted a letter of resignation effective today. In her letter Ms. Mack thanked the Board for their support and the opportunity to serve the water authority.

Director Jannitto stated he has nothing against Keough & Sweeney but he is planning to abstain out of respect for Ms. Mack who has done an outstanding job for the water authority.

Motion passed 6 -1-1, Voting Nay: Director Sylvia, Abstaining: Director Jannitto.

Director Allio requested that the Board send a formal acknowledgment to Sandy to thank her for her years of competent service to the water authority.

Chairman Klepper stated he plans to make a resolution at the next meeting.

Chairman Klepper stated that today is the last meeting for 2 members. The Chairman thanked Directors DeMelo and Fitta for their contributions and participation.

Director DeMelo addressed the Board: there is a lot of good going on here, a lot of caring from management that you don't see from the outside. We do have a good water authority, thank you everyone.

H. Next meetings are scheduled for 3/13 and 3/27.

Director DeMelo made the following motion, seconded by Director Fitta

MOTION: To adjourn the meeting.

Motion passed unanimously.

There being no further business, the meeting was adjourned at 10:00 pm.

Allan Klepper
Chairman